Chimacum School District
COMMUNITY PROJECT
Guidelines for community members and groups to help ensure project success

A community project is initiated to improve a school building or site. It is sponsored by individuals or groups such as PTSA, ASB, school staff, parents, local community members or sports groups. Examples of projects may include:

<table>
<thead>
<tr>
<th>Landscaping</th>
<th>Playground structures and equipment</th>
<th>Reader board signs</th>
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</thead>
<tbody>
<tr>
<td>Field improvements</td>
<td>Theater stage and curtains</td>
<td>Painting</td>
</tr>
<tr>
<td>Art murals and memorial structures</td>
<td>Brick pavers</td>
<td>Scoreboards</td>
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<td>Kilns</td>
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Note: Students have led such projects for Eagle Scout or capstone projects.

Getting started
Begin by reviewing your idea with the school principal. The principal will play a critical role in assessing the idea, proposing your project to the school district and participating in project meetings, or appointing a delegate.

Planning can help you prepare to propose a project. This list of questions will help you put together the information you will need to plan your project.

- What impact will the project have on the students, staff, parents and community as a whole?
- What materials and supplies will the project require? Note: the district has required standards.
- Who will perform the work of your project: a professional contractor, volunteers, or some combination of both?
- What is the estimated timeline for your project?
- Who will maintain the project once it is complete?
- What are your funding sources?

Use a Community Project Form to propose your idea and indicate your answers to these questions.

Schedule an initial meeting with the Superintendent, the district’s Community Project Coordinator to review the project parameters and feasibility. If there are any specific issues, they can be addressed at this stage.

Establishing a budget
Community Project Coordinator will work with you and the school principal to establish a budget for the project and get bids from vendors and contractors as needed. Depending on the project, fees may be required for such items as design, permitting and sales tax. Your fundraising activities will need to take into account those kinds of items.

All project funds must be in place before a project can proceed.

Any donations of $1,000 or more must be presented to the School Board for approval.

Project review and approval process
The school principal will review the proposed project form. If approved, they will forward it to the Community Project Coordinator. The Community Project Coordinator will review your proposal and respond to the principal. Your project file is then routed for review to all pertinent Support Services staff. That may include maintenance, risk management, the facilities manager/planner and/or the director of support services.

The district review process is critical: you will need to allow time for this process. The time needed will depend on the size and complexity of the project, whether permits are necessary, and how it fits into support services staff time commitments. Typically, an authorization to proceed may be given within two to three weeks after receipt of a complete proposal.

Compliance with appropriate regulations/codes
Support Services staff members will ensure that your project complies with all state and local codes and regulations as well as with district standards. Please follow this approval process, involving Support Services early, to ensure that your project is successful.

Contact information
District Contact: Superintendent (360)732-4090 Ext 222  Project Proposal Contact Name:
# Community Projects Proposal

<table>
<thead>
<tr>
<th>School:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Project Representative:</td>
<td>Phone/Email:</td>
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## TYPE OF PROJECT

- [ ] Playground structures & equipment
- [ ] Landscaping/grounds clean-up
- [ ] Interior/exterior painting
- [ ] Memorial structure/garden
- [ ] Picnic tables/benches
- [ ] Athletic equipment/structures
- [ ] Athletic fields
- [ ] Art murals/banners
- [ ] Reader board sign
- [ ] Scoreboard(s)
- [ ] Irrigation systems
- [ ] Cabinetry/carpentry
- [ ] Lighting & electrical
- [ ] Other

### Project Description:

Attach documentation such as drawings/designs, site plans, materials/supplies, photos, etc.

Estimated Cost: $_________ Schedule/Completion Date: $______________________________

Funding: (mark all that apply)

- [ ] PTSA
- [ ] ASB Workforce
- [ ] District
- [ ] Professional
- [ ] Building
- [ ] Volunteer (must complete Hold Harmless Agreement)

## APPROVAL BY SITE ADMINISTRATOR (PRINCIPAL) REQUIRED

<table>
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<tr>
<th>Name and Signature</th>
<th>Date</th>
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Submit proposal to Community Project Coordinator

Project is not approved until proposal has been reviewed and accepted by all parties; Conditions of Approval will be provided to Project Representative and Site Administrator.